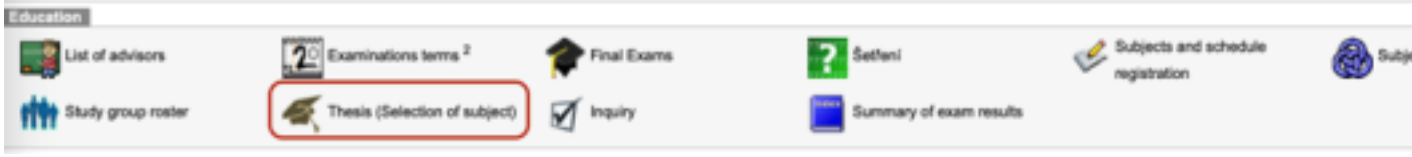
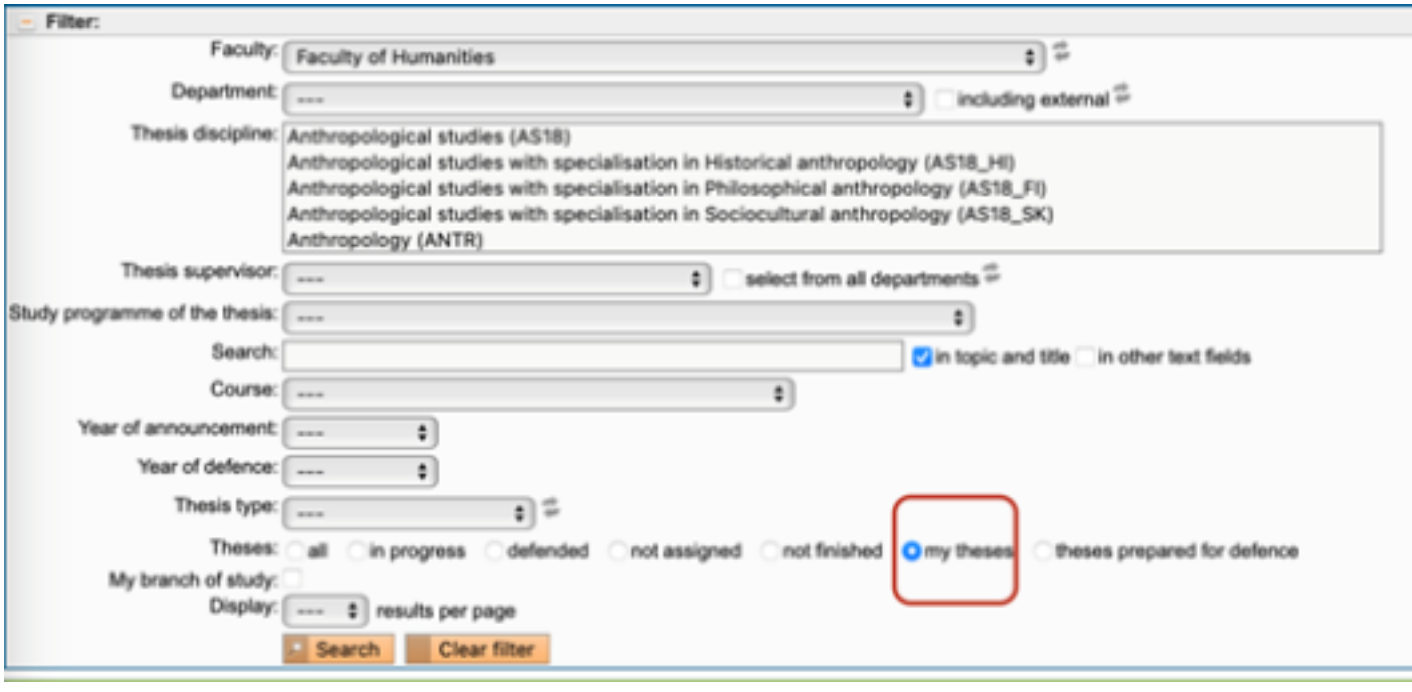
Instructions for submitting work in SIS

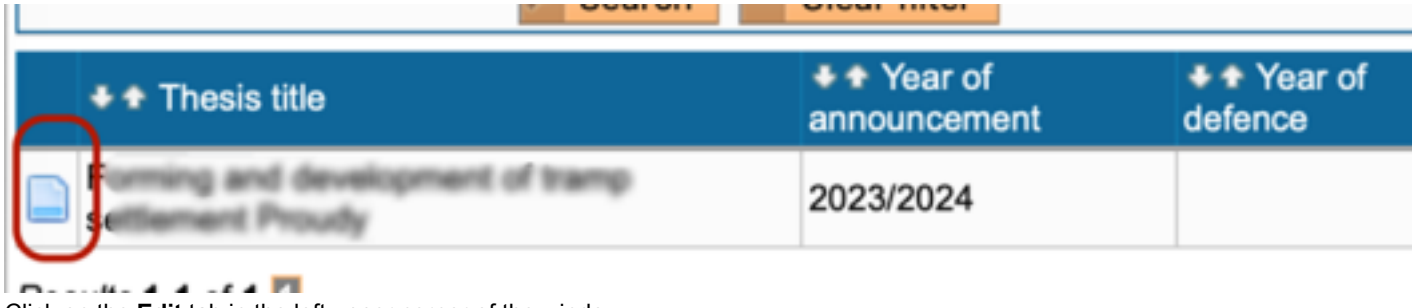
1. Select the **Thesis** module:



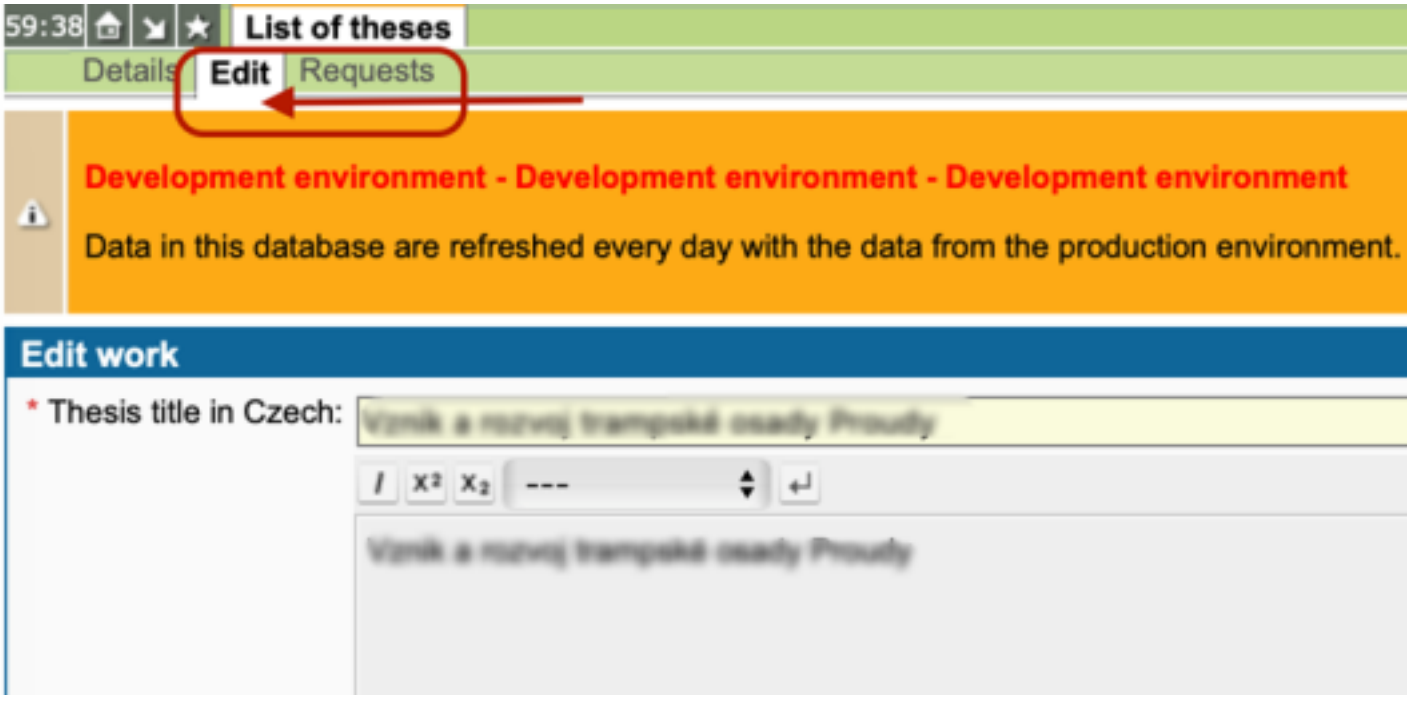
2. Search for your thesis in the filter:



3. View **detail**:



4. Click on the **Edit** tab in the left upper corner of the window:



5. Choose type of file to upload from the list in the lower part of the screen:

   Note: Do not be confused by the term *defended*. It indicates files of the thesis that will be defended later.

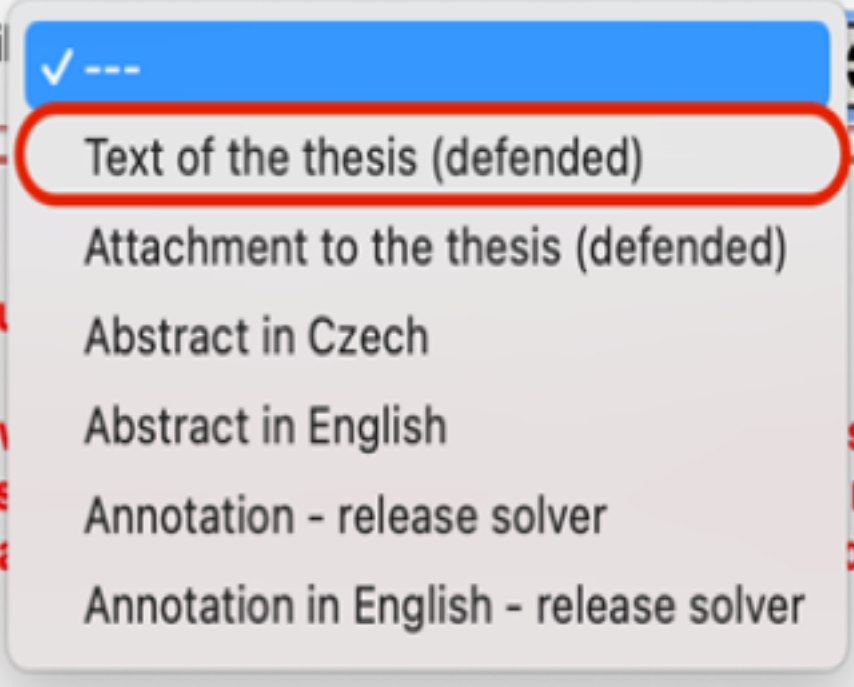
Add file:

Notice:

1. First assure yourself that the basic information on your work in the he
2. Then check and/or modify the data in the section "Edit work" above.
3. Not before that start to append the appropriate files, namely the very English abstracts means that the PDF/A validation check is not perfo
4. Ascertain yourself that the files you have saved are correct by re-dow

- ***The text of the thesis can be submitted only in PDF/A format (versio***
  WAV, MP3, MPEG-2, MPEG-4, CSV, XML and plain text format can be u
- *In special cases, other than approved formats (mentioned above) can be*
- *The size of accepted files is individually limited by about 850MB. In case the printed form of the work at the latest.*
- *If you have problems submitting your work, please contact HelpDesk. In*

Choose type of uploaded fi



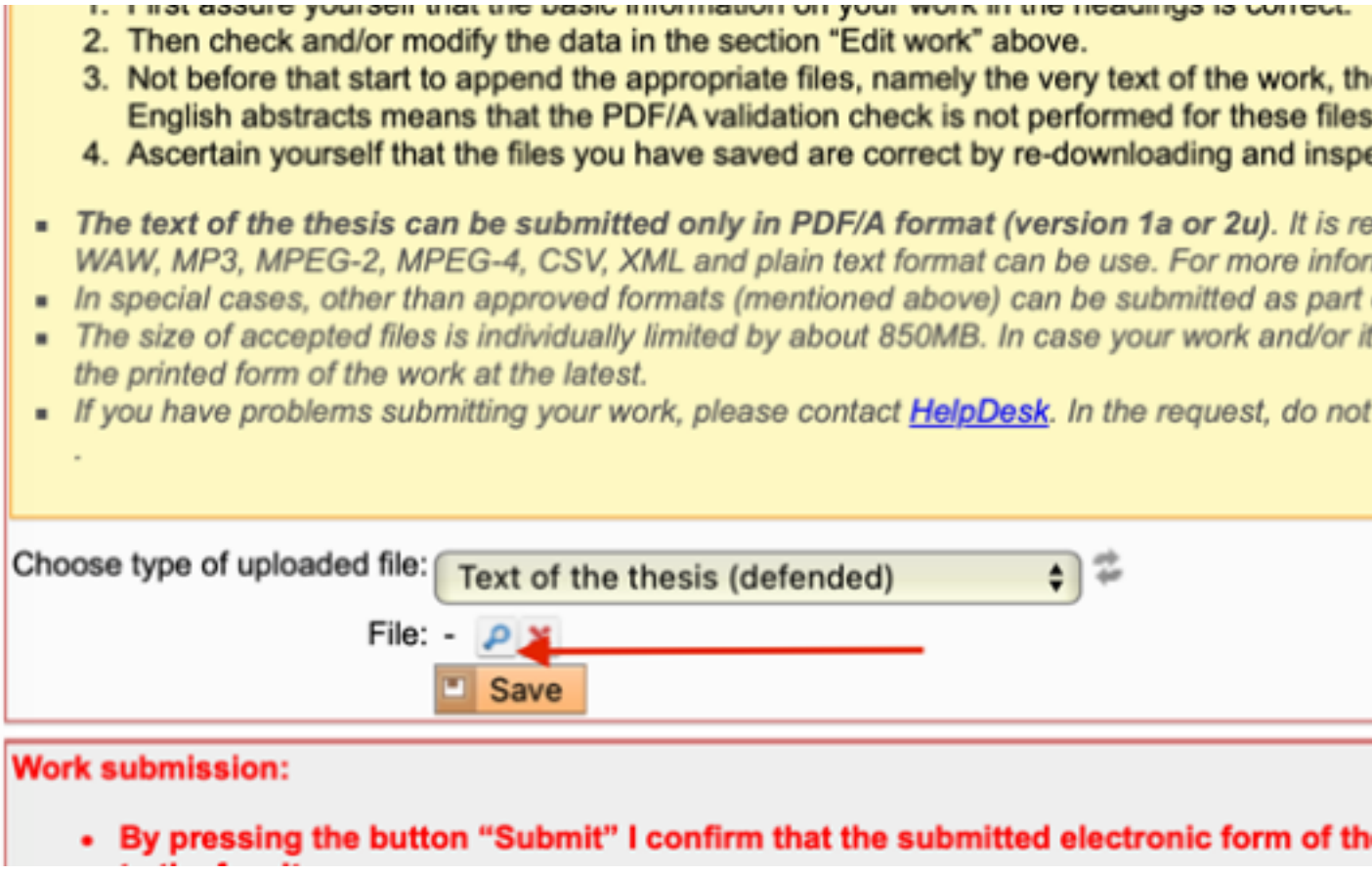
Work submission:

- **By pressing the bu ele to the faculty.**
- **Meanwhile, I am av s of and the paper vers nte**
- **Simultaneously, I a dy a**

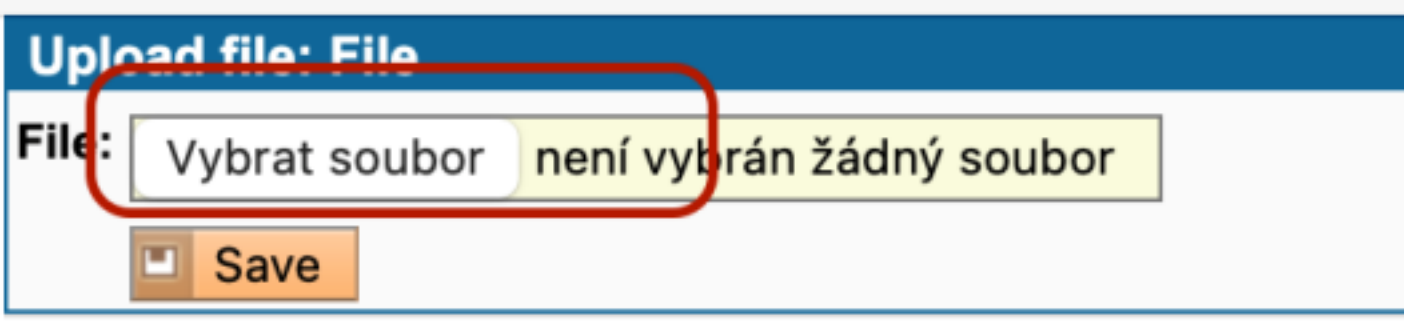
Note:

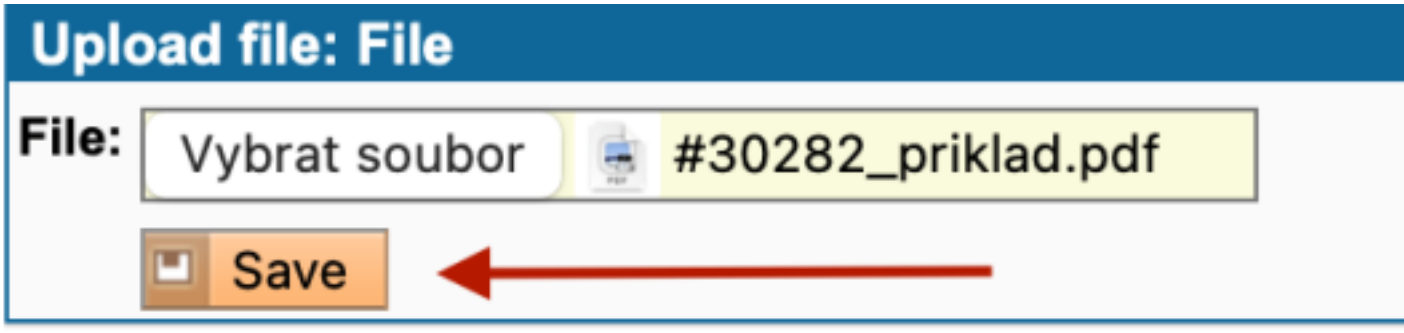
Compiled Ju

6. Open the dialogue window for uploading by clicking on the search icon:

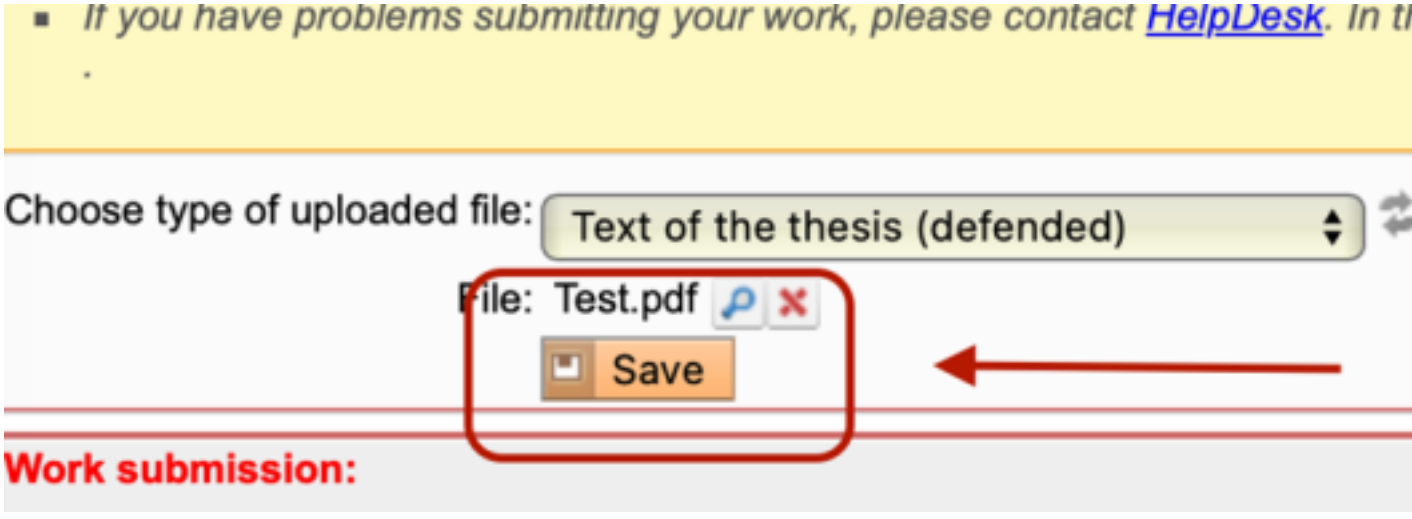


7. Select and upload the file:



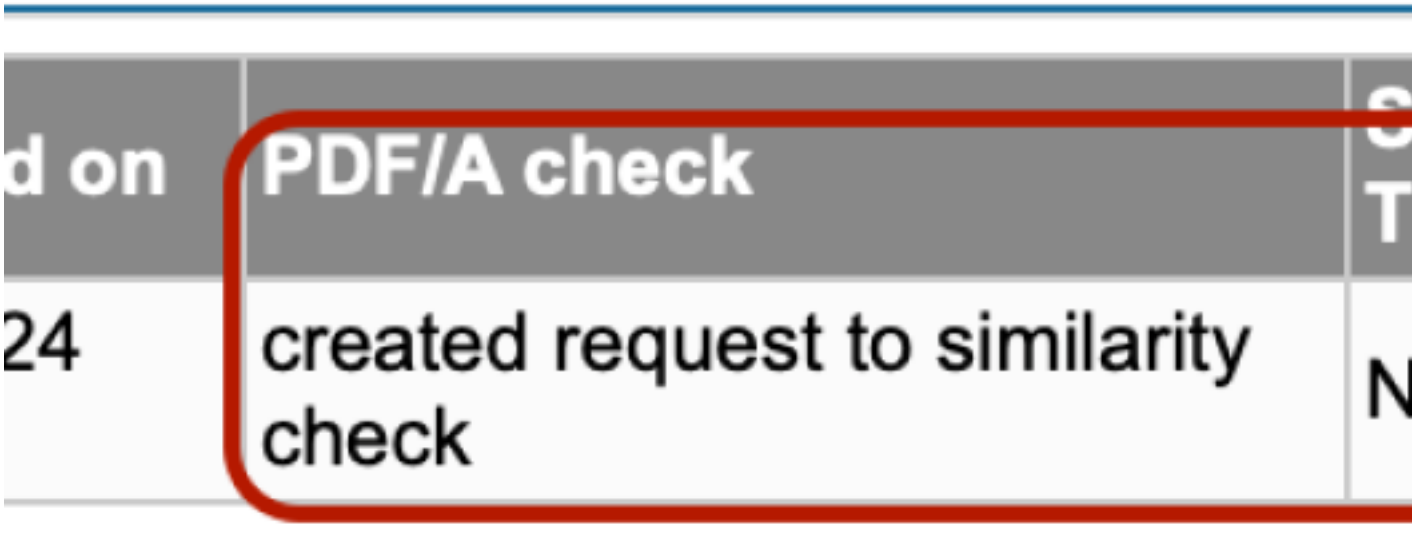


8. Save the selected file:



9. After uploading the files, you must wait for the PDF/A check to finish (maximum of 30 minutes).

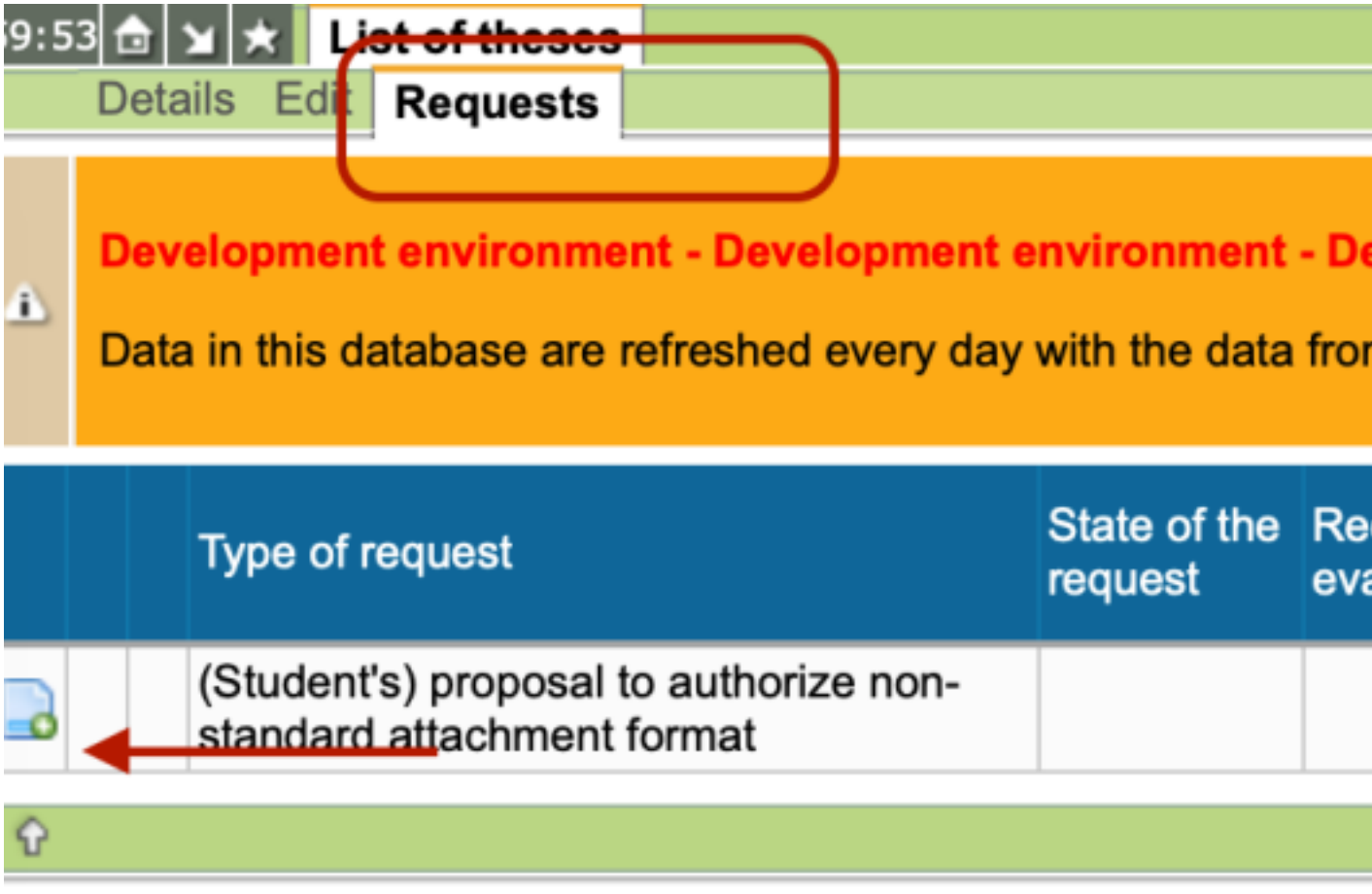
   Note: The status check in the adjacent column (state of the plagiarism check) does not affect the submission of thesis.



10. Annex(es) with text or image od data should be in PDF/A format (version 1a or 2u). In other cases JPEG, WAV, MP3, MPEG-2, MPEG-4, CSV, XML and plain text format can be used.

Note: If the file with the annex is not in a supported format, convert it to one of the supported formats or fill out a request for (Student's) proposal to authorize non-standard attachment format (see the Requests tab in top menu). Unsupported format types are, for example, DOCX, XLSX, M4A.

If it is necessary to attach more than one file of annexes to a thesis, please, create a package in a ZIP format (others like RAR, 7z etc.are not supported).



11. If all matters relating to the work are correct, submit it by clicking on **Submit**:

    Please note that, after clicking the **Submit** button, it will no longer be possible to change the file with the thesis text, its annexes, or the abstract. After submitting the work, it is possible to insert only the correction file type – Errata.

Work submission:

- **By pressing the button "Submit" I confirm tha to the faculty.**
- **Meanwhile, I am aware that the correctness a and the paper version may be considered as**
- **Simultaneously, I am aware, that pursuant to**

Note:

- **After the button "Submit" has been pressed,**
- **The works submitted electronically after Octo**